

TO: Summer Food Service Program Sites
FROM: Julie Pruett Bishop
Columbus Recreation and Parks Food Access Office Director
SUBJECT: 2017 **SUMMER FOOD SERVICE PROGRAM OVERVIEW AND APPLICATION INFORMATION**

Columbus Recreation and Parks Department provides free meals and snacks to children age 1-18 at a variety of community locations where children gather during the summer, including Recreation Centers, schools, libraries, Boys & Girls Clubs, YMCAs, churches and other community non-profits. Our goal is to make sure all children in our city have access to nutritious meals at safe and fun locations in their own neighborhoods. We thank you for your interest in serving the children of Columbus with us this summer.

Please read all the information provided and complete the required paperwork for the program.

PAPERWORK DEADLINE WILL BE APRIL 17, 2017. Paperwork should be emailed to foodoffice@columbus.gov.

OPERATION DATES:

Summer food service will run from June 5th through August 18th, 2017. We will be closed July 4th.

APPLICATION PROCESS:

All sites, new and returning must submit the following: Application, Contract, proof of liability insurance and 501c3 status.

At least two staff or volunteers must be trained before meal service can begin. Dates will be published on our website.

Potential new sites will be inspected by our staff for accessibility to children, safety, and appropriate refrigeration. Returning sites occupying new spaces will also require an inspection. Sites that were out of compliance with our guidelines last year are also subject to inspection.

On the application you will be asked to choose whether you are open, open restricted or closed. Please read the following definitions closely before deciding. We will publish the location and meal times for all Open and Open Restricted sites.

OPEN: Meal service is open to all children in the community. No proof of income eligibility is collected, and no registration is required. You may require children to enroll for other activities, but meal time must be open to drop-ins from the community.

OPEN RESTRICTED: The same as above, but notes that you have limited space or staffing. You must still be open to any child who comes as long as there is space for them at the time of the meal service.

CLOSED: Meal service is only for children enrolled in the site program. A roster of enrolled students must be provided to our office as well as daily attendance. Income eligibility forms may be required.

Delivery Information:

Meals will be delivered to sites that serve for at least 4 consecutive weeks, open before 10 am, and serving at least 20 children a day.

If you do not meet the above requirements you may still be able to participate but could be required to pick up your meals from the food production center.

KEEP IN MIND THESE POINTS BEFORE RETURNING THE ABOVE REQUIRED PAPERWORK:

1. If your site has multiple programs in the same facility you must serve the meals within the same block of time unless otherwise approved.
2. Please offer our office some flexibility in scheduling delivery times. The drivers need a half hour window for delivery of your meals from your scheduled serving times.
3. The signature on the contract MUST BE the contact person for the summer.
4. You organization must sign the contract and application in order for us to process your sites information. Please be sure that all requested information 501c3 and proof of liability insurance is included with your application and contract. Any information missing from the application will void the application.
5. You must provide your own refrigeration, refrigerator thermometer, and food thermometer.
6. You must abide by any changes that the government may impose upon our programs and you are responsible for making those changes in regulations, etc.
7. You must include on all publicized materials including bulletin boards and fliers the following statement: ***"The USDA is an equal opportunity provider."***
8. You are responsible for staffing and funding your site's programming, including internet access or mobile data. We only provide the meals.

Please call or email us if you have any questions. If you're unsure at this point if your site will participate in the program, it is best to complete the application and contract. Sites **CANNOT** be added past the deadline date.

The information is available on the following City of Columbus web page:
<http://www.columbus.gov/recreationandparks/programs/Free-Meal-Programs/>

Thank you for your support.

Julie Pruett Bishop

1111 E Broad St, Columbus, OH 43205

Phone: 614-645-3642

Email: foodoffice@columbus.gov

***Please note: our mailing address is the same, but our office has moved to Blackburn Recreation Center. Please call before stopping by so that we make sure you can find us!!!

"The USDA is an equal opportunity provider and employer."